



CHILD CARE
LICENSING BUREAU

Michigan Child Care Matters

Tech Corner

Emergency Procedures: Three Ps for Success

Imagine having a smoke detector, but never taking it out of the box or installing the battery. Just having a smoke detector won't save your life. The same goes for having emergency procedures. Just because you wrote down what you will do in an emergency doesn't help prevent a tragedy; you need to "take the smoke detector out of the box." This means implementing the Three Ps: *Prepping*, *Planning* and *Practicing* your emergency procedures.

Prepping: You need to prep your staff and children on what will happen during different emergencies. During staff meetings, review with your staff your emergency procedures. Review the steps and the responsibilities for each individual. For children, make sure they know what will happen. Prepare them by letting them hear the smoke detector and reading stories about helpers such as Emergency Medical Technicians (EMTs) and firefighters.

Planning: Your discussions with staff and children, practice drills, and checking of equipment needs to be planned and scheduled. Whether you use an electronic calendar or a paper calendar, you need to set dates and tasks. When setting dates, be sure to set a backup date a few days or a week after the original date. Things like bad weather or staff illnesses may prevent you from completing a task on a specific date. A backup date will ensure that you don't forget.

Set dates and backup dates for the following:

- Reviewing emergency procedures with staff and children.
- Dates of drills.
- Dates to check equipment including smoke alarms, fire extinguishers, first aid kits, and emergency supplies.
- Dates to review emergency procedures for accuracy or changes that need to be made.

(continued)



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Staff Training for Fire
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Central Office Corner

Every three years, a State Plan must be completed for the Child Care Development Fund (CCDF) dollars received to support low-income families with access to child care and improving the quality of child care. CCDF helps to promote families' economic self-sufficiency by making child care more affordable and fostering healthy child development and school success by improving the overall quality of early learning and afterschool programs. It also makes significant advancements by defining health and safety requirements for child care providers, outlining family-friendly eligibility policies, and ensuring parents and the general public have transparent information about the child care choices available to them. The State of Michigan Child Care Licensing Bureau works hard to ensure our rules and regulations align with those requirements outlined in the state plan.

To review the sections of the state plan that directly connect to Health and Safety requirements, such as emergency planning, please refer to Section 5 in the state plan [FY22-24 CCDF State Plan Section 5 conditionally approved \(michigan.gov\)](#).

You may review the full conditionally approved plan at this link [CCDF State Plan for Fiscal Year 2022-2024](#) by section.



Highlighted Rule of the Month – Emergency Plans – Fire Safety

Center Rules

R 400.8161 Emergency procedures.

- (1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:
 - a. Fire.
- (2) The written procedures must include all of the following:
 - a. A plan for evacuation.
 - b. A plan for safely moving children to a relocation site.
 - c. A plan for shelter-in-place.
 - d. A plan for lockdown.
 - e. A plan for contacting parents and reuniting families.
 - f. A plan for how each child with special needs will be accommodated during each type of emergency.
 - g. A plan for how infants and toddlers will be accommodated during each type of emergency.
 - h. A plan for how children with chronic medical conditions will be accommodated during each type of emergency.
- (3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.
- (5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.
- (7) A written log indicating the date and time of fire and tornado drills must be kept on file at the center.
- (8) Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.
- (9) If cribs are used in emergency evacuations, then all doors within the means of egress must be wide enough to readily accommodate the crib evacuation.

Technical Assistance

The relocation site must be determined in advance and be included in the plan. The relocation site must be clean and safe.

Children with special needs may have difficulty in an emergency situation. Each emergency plan must address how each child with a special need will be accommodated in each type of emergency. The plan must be based on each child with special needs enrolled in care. If possible, the plan can broadly address a special need area, such as children with mobility issues.

A center may need to use specialized equipment when evacuating or moving infants and toddlers to another space. Check manufacturer specifications for weight limits when using equipment for multiple children. Refer to fire safety rules for using cribs to evacuate.

A plan for shelter and place and lock down procedures in which parents will not have access to enter the building must be created; parents should be notified of the plan in advance to avoid panic.

Quarterly means once per three- month period.

Tech Corner (continued)

Practicing: The old saying is that “practice makes perfect.” This is true for emergency plans. Tornado and fire drills must be practiced according to the rules, but providers are encouraged to practice all of the emergency procedures. It may feel silly to practice a bomb threat in a home or calling 911 during a center staff meeting, but many individuals learn best through hands on activities. This also allows you to see where you need improvement.

Technology can help you with the Three Ps. Use your electronic calendar to set staff meetings, drill dates and equipment check reminders. Watch videos for refreshers on first aid and CPR. Read online stories to children about practicing drills and community helpers. By following the Three Ps, you’ll be better prepared for any emergency that may come your way.

Center Rules (Continued)

In order to document compliance during the two-year licensing cycle, the center must keep drill logs on file for two years.

Centers may develop their own log or use the log available on the department's website at [Child Care Forms](#).

Training on emergency procedures counts toward the annual clock hours of professional development as required by R 400.8131(6). Verification of training must be kept as required by R 400.8131(11).

Review of the center's emergency procedures must be part of the center's ongoing professional development plan as required by R 400.8131(8).

Compliance may be determined by measurement of cribs and doors or by demonstration of a crib evacuation.

Standard cribs have a weight limit and may not support the weight of multiple infants and/or toddlers at one time. Read the manufacture specifications.

Sample emergency plans are available on the child care licensing website and here:

[Sample Emergency Procedures 7 2016.pdf \(michigan.gov\)](#)

[Licensing Rules Technical Assistance \(michigan.gov\)](#)

Home Rules

R 400.1945 Emergency; plan; drill.

(1) An applicant or licensee shall have a written emergency response plan for the care of children that must be posted in a conspicuous location within the child care home. The plan must address the following types of emergencies:

(a) Fire evacuation.

(2) The written plan must include all of the following:

(a) A plan for evacuation.

(b) A plan for safely moving children to a relocation site.

(c) A plan for shelter-in-place.

(d) A plan for lockdown.

(e) A plan for contacting parents and reuniting families.

(f) A plan for continuing operations during or after a disaster.

(g) A plan for how infants and toddlers will be accommodated in all types of emergencies.

(h) A plan for how children with special needs will be accommodated in all types of emergencies.

(i) A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.

(3) A licensee shall inform all personnel of the overall emergency response plan and of his or her individual duties and responsibilities in the event of an emergency specified in subrule (1) of this rule.

(4) Fire drills must be practiced while children are in care at least once quarterly, and a written record that includes the date and time it takes to evacuate must be maintained.

(6) Smoke detectors must be used as the alarm for fire drills.

(7) The records required in this rule must be retained for a minimum of 4 years.

Technical Assistance

The relocation site must be determined in advance and be included in the plan. The relocation site must be clean, safe, and easily accessible.

Infants and toddlers, children with special needs, and children with chronic medical conditions may have difficulty in an emergency situation. Each emergency plan must address how these needs are addressed in each type of emergency.

Examples of individual needs include but are not limited to:

- Mobility issues
- Medications such as an inhaler, EpiPen, insulin
- Sensory integration issues such as loud noises, smells
- Individual medical needs

Plans must include steps on safe evacuation from each approved level of the home.

Fire drill practices must not include exiting through a second or third story window, as these are considered rescue window exits only.

The licensee must ensure fire drill practices include exiting through the basement window if the basement level is approved for child care. The consultant may request that the caregiving staff and the children in care demonstrate that they can safely exit from a basement window. The licensee either must develop a log or use the log on the department's website (www.michigan.gov/michildcare) to document fire drills.

The alarm may be activated by pushing the test button or by spraying a product used for testing smoke detectors.

When using a hard-wired smoke detector for drills, notify the outside monitoring source and the local fire department immediately prior to conducting the drill.

Sample emergency plans are available on the child care licensing website and here: [Sample Emergency Procedures 7 2016 \(1\).pdf](#)

[Licensing Rules Technical Assistance \(michigan.gov\)](#)

THE DIFFERENCE IN FIRE EXTINGUISHER SIZES

Fire extinguishers come in many sizes. Some of them may look the same but can have different weights. There are five primary types of fire extinguishers, and each are designed to put out different kinds of fires. These include A, B, C, D, and K, which is indicated on the label on the fire extinguisher and corresponds to the type of fire you can use them on - ordinary combustibles, combustible and flammable liquids, electrical, flammable metals or use with oils and fats in cooking appliances.

Multipurpose extinguishers can be used on different types of fires and will be labeled with more than one class, like A-B, B-C or A-B-C. Many of the ones sold at home stores are classified A:B:C and fight these three types of fires.

The size of a fire extinguisher indicates the amount of extinguishing agent it holds and is most often measured in pounds.

The size and corresponding weight of a fire extinguisher are usually written together and have the following variations:

- 2-A:10B: C – 4 pounds
- 3-A:40B: C – 5 pounds
- 4-A:60B: C – 10 pounds
- 10-A:80B: C – 20 pounds

The larger the numbers, the larger the fire of a specific class on which the fire extinguisher can be used.

Class A Fires

- Fueled by solid materials such as wood, paper, fabric, and plastics.
- Most common type of fire.

Class B Fires

- Fueled by flammable liquids and gases.
- Can be prominent in gas stations, bars and chemistry labs.

Class C Fires

- Electrical fires involving faulty wiring, electrical equipment, and appliances.
- A danger in breaker rooms, server rooms, and construction sites.

Class D Fires

- For use with flammable metals.
- Often found in factories.

Class K Fires

- Fueled by grease, cooking oils, and fats.
- Specifically related to food service kitchens.



CHILD CARE LICENSING BUREAU AND LICENSEE PARTNERSHIPS

Licensing consultants and licensees partner together to ensure programs and facilities meet state requirements and provide children in care a safe environment and enriching programming. There are times when the licensing consultant and licensee need to work closely together on a tough issue to create a positive outcome. MCCM will highlight one of these partnerships in each issue by sharing an interview between licensing and a licensee.

Below is an interview between licensing consultant Jeff Ball from the Grand Rapids Region and licensee designee Corissa Vanderstelt of Little Ones Daycare and Preschool. This interview highlights the assistance Jeff provided to Corissa when opening a new child care center.

Jackie Sharkey (LARA)

Corissa and Jeff – Thank you for being here today to talk about the transition from having a child care home to opening a child care center.

Corissa - Can you talk about the process and how you worked with Jeff to get your center open.

Corissa Vanderstelt

Yes, I was a home child care provider, but then I was a preschool teacher for six years before I opened this center.

When I reached out to Jeff, I had several questions about how it was going to be different. In the home, it's just yourself with the children. The process and the paperwork, I've noticed, from being in a home to being in a center, is pretty much the same. It's all the inspections, although they seem to be a little more in depth than they were. I felt that at home it was checking the same things, but it just seemed like, well I can't think of the words I want to say.

The health department came in for both the home and the center, but then I had the one where they had to come check for lead, which I never had at the home. Also, I didn't have to do the food service one at home, but we didn't do it here because our parents provide all the snacks.

So, I was talking with Jeff, and he was amazing from the first day I met him through now. Every time I had a concern or a question, I'd call him, and he would get back to me that day. If he wasn't quite sure, he would look into it and get back to me. Having him as a consultant, I was very happy because I have been nervous in the past, and Jeff has really calmed that for me and I know going to Jeff, he is going to give me the answer I need and he's not going to make me feel nervous about having to ask anything. And I really like that because I'm the type of person that is a follower of rules. I don't break them.

I'm constantly checking the handbook, and I will ask Jeff if I'm not quite sure about it. The staff will ask me something and I say, let me check with Jeff because I don't know.

I would like to back up just a little bit. When I first met Jeff, he came to Newaygo County and did a presentation with another staff member. They wanted to get more child care centers into Newaygo County, which that is still something Newaygo County needs. I met him there, and when I went home that night, I told my husband I met Jeff and he's going to be the new consultant for Newaygo County. I'm going to feel comfortable with him.

It was probably a good year or so before I reached out to him again and asked him to come look at the building that my center is in now. I wanted to make sure it would work before going forward with signing a lease. He came to the building, and he measured it for me. He looked it over to make sure everything was going to be okay for having a child care here. And all through the process of opening this one up, it was extremely nice to have him a phone call away. If I had a question, if it came to paperwork, if it came to something I wanted to put into the daycare, it was just one phone call away and I could ask Jeff.

Jeff and I were talking about my playground, and I was telling him what I had for my playground. I told him that I had Little Tykes toys, and he's said, unfortunately, you can't have those. Then he told me about an all-natural playground, and I didn't know anything about all-natural playgrounds. He explained them to me a little bit and said to look and see what I think. He said, you don't have to have it inspected. And I said, well, that's a money saver right there. I'm thinking as a business-person. So, I looked into it, and I am thankful he told me about that because I get so many compliments from the community about my playground, and the kids absolutely love it, so I'm very thankful that Jeff told me about an all-natural playground and I took the time to look into it.

Jackie Sharkey (LARA)

Jeff, were there any roadblocks or issues with opening the child care?

I get so many compliments from the community about my playground, and the kids absolutely love it, so I'm very thankful that Jeff told me about an all-natural playground and I took the time to look into it.

-Corissa Vanderstelt

Jeffrey Ball (LARA)

The space that we were working with was a little bit smaller. It's a center that the landlord did a great job redoing with the whole inside. This was a space that was wide open, so it was creating separate areas such as having the infants over here and the preschool children over there. It was separating the areas, without putting up walls and just kind of getting creative with the space so that we could fit in as many kids as we could from a business standpoint, but also being safe. I think after we just sat and talked, we looked and spaced things out, and we did a good job with that.

I've always encouraged providers to contact fire or environmental health to let them know if they want to use something as a barrier so they can have the space, say for infants. To ask, what do you think about that? For example, is it fire retardant and can it be put here? I think just going back and forth doing that, we were able to basically set it up exactly how she wanted to so that it worked out for the best for the kiddos there and the space that they have.

So, I think barrier-wise that was probably it, but I was able to go out there a couple different times just to make sure that she was doing everything on her end that she wanted to do, correctly. But then also with the playground, we were looking at this and I know sometimes from a business standpoint when you're first starting, if you don't have grants in the beginning, playgrounds are expensive and thousands and thousands of dollars.

I always like to step back and tell the providers, this is your business, this is your baby. Let's treat it that way and do what's best for the business, which is the safest, which is the most in compliance. So, just tossing ideas back and forth. We created what we could, and it was good with Corissa because she's very communicative and just going back and forth made it that much easier.

Sometimes people do stuff on their own without calling us, and it can get very expensive.

Jackie Sharkey (LARA)

You were both being very proactive instead of not saying anything or doing something that may not work out, and then suddenly there's something that needs to be fixed and it's going to cost even more, or you could have done something different. So, I think that's excellent. What a great relationship that you both have to be able to go forward like that.

Corrissa, how is your center doing right now?

Corissa Vanderstelt

My center here in Fremont is doing great. I think the biggest problem that we have had since we've opened our doors is staffing. Other than that, kids coming is not a problem, as we have been full, from the day we opened with a waiting list.

Jackie Sharkey (LARA)

Corissa, is there anything that you would like to add about your working relationship with Jeff?

Corissa Vanderstelt

I just would really like to say I appreciate Jeff so much. It is great to have him. As my consultant, I'm very comfortable talking to him. Unfortunately, when we did start, I told him I wanted to talk to his supervisor to tell her how much I appreciated him. But when you start up a business, especially a daycare, time got away from me, and I never got to give her a phone call. But he is just a caring person, and he knows his job. He knows the ins and outs of it, and he's going to tell you straight. I mean, he's not going to beat around the bush. He's going to tell you how it's going to be and whether you can do something or not. I appreciate that. He's very forward with it, but not in a way where he's rough about it, if that makes any sense. It's nice to have. With Jeff, I can call him, and I know he's going to listen to what I have to say. He's going to help me work through it, and he's going to tell me he's going to lead me in the right way.

Sharkey, Jackie (LARA)

That's wonderful to hear because there is regulation and there are rules that must be followed, but we're also here to help you to come into compliance if you're not already.

Corissa Vanderstelt

Jeff will be coming in for an inspection, and we don't know when he's going to be coming, and I'll let the staff know he's going to be coming, and they get so nervous. When his car pulls up and he walks in, they're all nervous and shaking. I'm like, It's Jeff. It's OK.

Jeffrey Ball (LARA)

It's been nice, it really has. And Corissa, when we're both able to communicate with each other, it just creates a successful business. And when you stand back and look at what we're doing, we're providing a service to parents and we're making sure kids are safe.

Jeffrey Ball (LARA)

And to do that in your community, to be so successful, that's a good thing. So, keep doing what you're doing because it's always nice to come to a center that you walk into, and you know you're going to have everything we need. We're going to have a good day here. It's going to be fun. So, I appreciate that as well.

Corissa Vanderstelt

Thank you. I did want to add, I did have an investigation and I was very nervous about it, and it went through and everything and after the investigation, my first phone call was to Jeff.

I wanted to talk to him about it and I wanted to ask him the process of everything. And again, what did Jeff do? He calmed me down. He walked me through it. He told me how the process was going to work.

It was comforting to know that I can call him and talk to him.



THE IMPORTANCE OF STAFF TRAINING FOR FIRE EMERGENCIES

Child care centers and homes are both required to have a written fire safety plan. If asked about what to do in case of a fire, you most likely could explain the plan but can the same be said for your child care staff members, especially in the event of a real fire? The best way to ensure that all staff are aware of what needs to be done and who needs to do it in the case of a fire is to have regular emergency training and conduct regular fire drills. Licensing requires that both centers and homes complete a fire drill at least every quarter (three months), but if you have different staff members and different children in attendance, it is a good idea to practice these more often. In the event of a real fire, people tend to get overwhelmed and don't remember things that they should, such as which children they are responsible for and the location of the closest exit. All staff should know where all of the exits are located without having to refer to posted evacuation plans, which may not be visible in the case of an actual fire. Here are some helpful tips to consider regarding your fire emergency planning and drills:

- Make sure that all exits are not blocked.
- Make sure all staff are familiar with using a fire extinguisher and know exactly where they are located.
- Conduct a fire drill when staff are not aware it will be completed so that you get a better idea of how they will react if a real emergency occurs.
- Make sure that staff and children know where the designated meeting place is located.
- Practice having staff and children crawl on the floor to the nearest exit, as the leading cause of death from fire is due to smoke inhalation.
- Teach children to touch doorknobs before opening a door to make sure they are not hot.
- Practice doing drills at different times of the day, including lunch time or nap time.

Many children become frightened and distraught during fire drills due to the sound of the alarm. Involving children in the emergency planning process can help. This can be done by doing activities such as making an emergency picture book that will show children the different steps of a fire drill or allowing the children to pick out the book or books that can go into the emergency kit.

Trainings on emergency procedures can count towards your required yearly training hours. FEMA has free emergency preparedness trainings available at www.usfa.fema.gov. Hope for the best but plan for the worst in order to keep the children in your care safe, and remember, practice makes perfect!

GET TO KNOW US

Get to know the staff with a question each month. *Have you chosen a primary and secondary meeting location at your home in case of a fire?*



Rebecca Wagster – Southwest Region

- In the event of a fire, my family's primary meeting location is the mailbox located at the end of the driveway. Our secondary meeting location is across the street, in front of the neighborhood pool.



Stacia Thrower – Kent/Ottawa Region

- My daughter is cognitively impaired. So, my focus has been with her, responding to the sound of the smoke detectors, getting to the closest exit point and getting out of the house. To add on primary and secondary meeting places would be a little overwhelming for her to remember.



Lisa Gundry – Flint/Macomb Region

- My family has a designated meeting place in the backyard by a large pine tree that we have in the corner of the yard. If no one is there, then the secondary place we would go to is our neighbor's home, who live across the street.



Jinelle Manchester – Pontiac Region

- My family has talked about this and practiced it. Our house sits back from the road a little bit. Our primary meeting spot would be on our front lawn near the mailbox. This would be just long enough to make sure we are all there. Our neighbor across the street would be where we go to next to stay safe, get assistance if needed, and call loved ones.



Brandon Robinson – Wayne Region

- In case of a fire in my home there are three exits. The main entrance, the back patio door, and the egress window in the basement. I have instructed my family to avoid gathering personal items in an event there is a fire. We will meet at our neighbor's house next door to ensure everyone got out safely. If our neighbor is not home, we will meet on the corner near the fire hydrant.



Sharon Riebel – Northwest Region

- We have a primary meeting spot we all know to go to in the event of a fire.